SPD Employee Continuing Education

Training Guides

Distribution and GIP

DISTRIBUTION AND GIP

OBJECTIVES:

* To understand the relationship between the **Generic Inventory Package (GIP)** and inventory points.

* To identify the four different **stock levels** and their importance in maintaining inventory levels.

* Explain how **overstocking** and **understocking** primary and secondary inventory points affects your budget and patient care.

* Explain how to upload data from scanning a **secondary inventory** point.

* Create a **picking ticket**.

* Discuss the importance of **posting orders** that you create.

GIP. **GIP** is a portion of **IFCAP** used to manage inventory within using areas. **GIP** consists of **primary inventories** and **secondary inventories**. The **primary inventory** is the main (such as Sterile Processing and Distribution (SPD)) inventory, and the **secondary inventories** are the points of distribution (such as wards, clinics, etc.). Within **GIP,** the **primary inventory** consists of all items stocked and/or procured for that inventory account. **Stock levels** are established to maintain constant availability of items. These **stock levels** are:

1) **Normal Stock Level**. Represents the largest amount of an item to be maintained in the inventory point.

2) **Standard Reorder Point Level**. Represents the level at which the item is to be reordered.

3) **Optional Reorder Point Level**. Alerts staff that the level of an item has fallen below the **normal stock level** but has not yet reached the **standard reorder point level**. This allows for inclusion of items very near their reorder point in upcoming purchases with the same vendor, thereby reducing separate purchases to the same vendor within short periods of time.

4) **Emergency Stock Level**. Represents the smallest amount of an item to be maintained in the inventory point. This level alerts staff that an emergency purchase is required.

Secondary Inventories. All inventories maintained in user areas are called **secondary inventories**. Within **GIP**, **secondary inventories** are also maintained with **stock levels** and **reorder points**. **Secondaries** may be maintained by Logistics or the user. The normal **stock level** and the **standard reorder point level** should be the same in the **secondaries**. This assures that supplies are maintained at the established user requirement level.

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Note: **Overstocking *and* Understocking.** *It is important to avoid* **overstocking** *and* **understocking** *in both the* **primary** *and* **secondary**. **Overstocking** *ties up a considerable amount of money in stock and increases the risk of damage, outdating, contamination, or obsolescence of the item.* **Understocking** *creates the risk of unavailability of supplies, which affects the quality of patient care. It also creates additional purchase costs (overnight shipping) and adversely affects the trust users have in Logistics Staff.*

<u>**Bar Code Labels**</u>**.** Computerized **bar code labels** identify each item within the inventory. The supply technician uses a bar code reader to scan the label to identify the item and then enter the actual amount present. After scanning a **secondary inventory**, the information is uploaded into **GIP**, and a **picking ticket** is generated.

<u>**Uploading Data.**</u> When you are ready to upload your data from the scanner to your inventory point you will select option 2. Before selecting this option your barcode reader will have to be connected to **GIP** via the docking terminal set. You will then go back to your inventory point in **GIP** and select the **Barcode Manager Menu**, then **Barcode User Menu**, and the **'Upload Barcode Data'** option. Once selected, you will see a prompt requesting the user to enter the device to which the barcode reader is connected to. Following the device prompt you will see the following :

1. **Enter Inventory**
2. **Transmit Data**
3. **Review Data**
   Enter (1-3) :

On the scanner press **[2]**, then **[enter]** to upload data.
When the upload is completed, the scanner will display:

Data transmitted, do you want to purge the file (y/n)

On the scanner press **[Y]** then **[enter]** to purge

If you have been successful in uploading the scanner you will see on the computer screen the first page of your new order. At the bottom of the page you will see a list of options that will allow you to modify your order. If no modifications are needed, select **[PI]** press **[enter]**. The order will now autogenerate and then ask you:

Is this order READY to be RELEASED to XX-2EAST for FILLING? YES// press **[enter]**

Here the **GIP** checks the items on the **Distribution Order** and if everything is correct, releases the order to the **Primary**. The next prompt you see will ask you:

Do you want to print the picking ticket? NO// enter **[Y]** press **[enter]**.

At the prompt:

DEVICE:HOME// enter the printer where the **picking ticket** will print out. Press **[enter]**
And your picking ticket will print. The **picking ticket** identifies the items and amounts required to be restocked in that secondary to return to preset levels.

POSTING YOUR ORDER

Next the **Primary** has the option to **POST** this order. This option will allow the **Primary** to keep their computer records in check with the **Secondary**. Once the **picking ticket** is printed, you need to post this or you will be physically taking stock to the distribution point, but the inventory will not be correct. This option is available in the **Primary** only.

FAILURE TO POST AN ORDER TO THE PRIMARY causes multiple problems both with the **primary** and **secondary** inventories. You will have incorrect inventory levels in the **primary** and **secondary**. If orders are not posted in a **secondary**, and the s**econdary** is scanned the following day, items ordered on the previous scan will not show up on the current scan. **Primary auto-gen** will not reflect accurate orders due to stock not being subtracted from **secondary** orders.

POSTING ORDERS

In the **PRIMARY MENU:**

* Select **Receiving and Distribution Menu**

* Select **Distribution Order Processing**

* At the prompt: **Distribution Order** type in the order number from the pick-ticket or type a single question mark and answer **YES.** This will bring up all of the outstanding orders.

* At the prompt **Special Remarks** Press **[enter]**

* Select **PO Post Order**

* If you don't need another pick ticket type **NO** [enter]

* GIP will then ask you **Are you sure you want to POST this order to
 xxx2-east? YES//** select **[Y]** then **[enter]**

 * Your order has been **POSTED.** Press **[enter]** to quit

Conclusion. Experience at many progressive VA facilities shows the following benefits of managing unofficial inventories using **GIP:**

* Fewer stock outages by automating the replenishment process.

* Specific cost information is available to the product line manager for each functional area.

* Inventories are reduced and holding costs are lowered.

* There are fewer costly emergency procurements.

* There are fewer outdated items.

DISTRIBUTION AND GIP
POST TEST

1. GIP is a portion of IFCAP. Within GIP the primary inventory consist of

    a. storage location of S&D's from the warehouse
    b. manufacture outdates
    c. specialty carts contents
    d. none of the above

2. The optional reorder point is commonly used to

    a. signal when you have reached the emergency level and should order
    b. alert you when the item is no longer in stock
    c. alert you that stock has fallen below par level but has not reached reorder level
    d. represent the largest amount of stock to be maintained in a inventory point

2. In the secondary inventory point it is recommended that you

    a. set your reorder point at the very lowest
    b. set your normal and standard reorder point level the same
    c. only add the item number to the secondary, no other data is needed
    d. set your reorder point higher than the par-level in case of increase usage

4. Before uploading your scanner to GIP the following must be accomplished

    a. the scanner has to be purged
    b. scanner is connected to the barcode printer via the bi-directional terminal set
    c.   the secondary order has been released to GIP
    d. none of the above

5. Overstocking in the secondary inventory point will

    a. build confidence in the staff that items will always be on hand
    b. reduce call-ins
    c. increases the risk of damage, outdating, and ties up inventory dollars
    d. reduces the number of times needed to inventory

6. When you're ready to upload the scanner you press 3 to transfer the data

T____ F____

7. When generating a pick ticket the order must be released first

T____ F____

8. Understocking has no effect on your budget but does cause an inconvenience to staff

T____ F____

9. Normal stock levels represents the largest amount of an item to be maintained in the primary and secondary inventories

T____ F____

10. Failure to post your order has no effect on processing an auto-gen

T____ F____

BONUS QUESTION   5 pts

What VA DIRECTIVE replaced MP- 2 part 108-76

a. VA DIRECTIVE 1761
b. VA DIRECTIVE 7167
c. VA DIRECTIVE 7176
d. VA DIRECTIVE 7671

DISTRIBUTION AND GIP
POST TEST ANSWERS

1. **D.**

2. **C**

3. **B**

4. **D**

5. **C**

6. **F**

7. **T**

8. **F**

9. **T**

10. **F**

BONUS QUESTION**: VA DIRECTIVE 7176**